

MINUTES OF MEETING December 19, 2016

The regular monthly meeting of the Northampton Retirement Board was called to order by Chairperson Karpinski at 1:30 p.m. in City Council Chambers, Municipal Hall, 212 Main Street, Northampton, MA.

Members present were Joyce Karpinski, Shirley LaRose, Michael Lyons, Thomas Sullivan and Susan Wright. Also present was Retirement Administrator David Shipka and Administrative Assistant Elsie Vazquez.

Visitors

None

New Business

None

Regular Business

The Board accepted the following new members:

David Arce (Housing)
Mareatha Wallace (School)
Heather Longley (Police)
Elyssa Arroyo (Mayor)
Gregory Newman (DPW)
Cara Pease (Parking)
Sarah Johnson (Forbes)
Pedro Ayala (Housing)
Bridget Campbell (Dispatch)
Johanna Stacy (DPW)
Laura Battles (Smith Voke)
Stacey Blanco (School Administration)

The Board accepted the retirement applications for the following members:

Daniel Banister (Fire Rescue)
Jody Kinner (School)

On a motion made by Ms. LaRose and seconded by Mr. Sullivan the Board voted unanimously to accept the aforementioned retirement applications.

The Board approved retirement calculations for the following retirees:

Judith McGowan (Forbes)

On a motion made by Mr. Sullivan and seconded by Mr. Lyons the Board voted unanimously to approve the aforementioned retirement allowance.

The Board reviewed the following deceased members/retirees/survivors:

Barbara Laughlin (Housing)

On a motion made by Mr. Sullivan and seconded by Ms. LaRose, the Board voted unanimously to approve the minutes of the regular meeting held on November 22, 2016.

The Board reviewed and approved the following warrants:

Board and staff payroll warrant totaling \$14,446.25

Pension payroll warrant totaling \$811,507.35

Accounts payable warrant totaling \$104,075.84

The Board reviewed and initialed the following reports:

Trial Balance for October 2016

Treasurer's report for November 2016

The Board reviewed the following wire transfers for the current month:

\$580,000 from State Street Bank To Florence Savings Bank

\$12,064.34 from PRIM to State Street (distribution)

The Board reviewed the Florence Savings Account Cash for the current month:

Bank statement: \$228,705.31

Outstanding disbursements: \$120,234.15

Adjusted bank balance: \$108,471.16

Outstanding receipts: \$26,012.81

Trial Balance end of month balance: \$134,483.97

The Board reviewed the following makeup/buyback requests:

None

The Board reviewed the following correspondence:

PERAC #27 Tobacco company list

Old Business

The Board discussed the new election policy. Ms. Wright offered some changes to the draft policy the administrator had presented at a prior meeting. The main change to the draft policy was that the elections would be conducted entirely by mail. The entire text of the policy is as follows:

This policy, which serves to supplement PERAC regulations 840 CMR 7.00, supersedes and replaces all previous election policies of this board.

Elections will be conducted entirely by mail. Candidates will be listed on the official ballot in the order determined by a random drawing, conducted by the election officer. If the incumbent elected member is nominated, he or she has the right to be identified as such on the official ballot.

Candidates will not be given a mailing list of active members, inactive members or retirees. Candidates may provide material in postage-paid envelopes or postcards for mailing to active members, and/or inactive members, and/or retirees.

Notice of elections shall be mailed to each retired member and the last known address of each inactive member. Notice shall also be given via email to all city employees with city email addresses. In addition, the notice shall be distributed for public posting at each unit, including each city department and each library.

Ballots shall be mailed to all active, inactive and retired members of the system at their last known address at least 21 days prior to the election date. Ballots must be accompanied with a return envelope that must include a space where the voter must sign his or her name and provide an address. Members will be responsible for return postage. All ballots must be received by the close of business on election day.

Returned ballots shall remain sealed until election day. Inside ballot envelopes shall be separated from outside envelopes on the day of the election, prior to tabulation.

Ballots shall be tabulated only by persons designated by the board under the direction of the Election Officer. The board shall notify each candidate of the time and location of the tabulation of the ballots and shall permit all candidates, or their representatives, to be present at the tabulation. At least two individuals shall be responsible for counting the ballots.

The board shall notify each candidate, in writing, within seven days after the election. Additionally, the election results will be posted to the board's official website, emailed to all city departments and units, and noted in the next available retirement check/notice-of-deposit mailing.

PERAC regulations 840 CMR 7.00

There was a brief discussion about the logistics of conducting an election by mail. On a motion made by Ms. Wright and seconded by Mr. Sullivan, the Board voted 4-1 to adopt the revised election policy as follows: Ms. Karpinski: YES, Mr. Lyons: YES, Mr. Sullivan: YES, Ms. LaRose: NO, Ms. Wright: YES.

The administrator will submit the policy to PERAC for approval.

Other Business

The Board signed copies PERAC compliance forms for the custodian RFP.

Adjournment

On a motion made by Mr. Lyons and seconded by Mr. Sullivan, the Board voted unanimously to adjourn the meeting at 2:32 p.m.

The next regular meeting is scheduled for Thursday, January 26, 2017 at 1:30 p.m. in Council Chambers.

Respectfully Submitted,

David Shipa, Retirement Administrator

THESE MINUTES WERE APPROVED ON 1/26/2017

_____ **Joyce Karpinski, Chairperson**
_____ **Shirley LaRose**
_____ **Michael J Lyons**
_____ **Thomas Sullivan**
_____ **Susan Wright**